



Card Inventory – Add

1. Click on eWIC

Welcome, Xaiden C.
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Participant or Family # go

Mar 04, 2019 3:24 PM MST

2. Click on eWIC again and select Card Inventory

User User Admin Vendor Maintenance Food Table Reports Tables eWIC

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Participant or Family # go

3/4/2019 3:27 PM MST

3. Select Add Card Inventory

Card Inventory

☐ Not Yet Received

Agency

Card Number From

Card Number To

Date Transferred From

Date Transferred To

Date Received From

Date Received To

[SEARCH](#) [CLEAR](#)

[ADD CARD INVENTORY](#)

eWIC Version: 1.0.0.225

4. Enter the Beginning Card # and Ending Card # from the packing slip and verify the # Cards populates correctly
Note: # Cards should auto-populate based on the numbers entered. A full sleeve holds 250 cards

Add Card Inventory

LocalAgencyId*

Cards in Box

Beginning Card #*

Ending Card #*

of Lost/Damaged Cards

of Recovered Cards

[SAVE](#) [CANCEL](#)

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5. Select Save Add Card Inventory

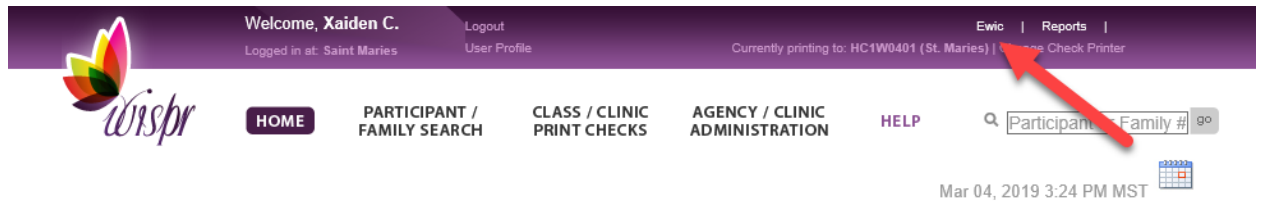
LocalAgencyId*	# Cards in Box
<input type="text" value="0 / State WIC Office"/>	<input type="text" value="250"/>
Beginning Card #*	Ending Card #*
<input type="text" value="6107230000000002"/>	<input type="text" value="6107230000002495"/>
# of Lost/Damaged Cards	# of Recovered Cards
<input type="text" value="0"/>	<input type="text" value="0"/>
<div><input type="button" value="SAVE"/> <input type="button" value="CANCEL"/></div>	

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NOTE: Card inventory must be marked as received after it is added. If needed, see Card Inventory – Receive QRC.

Card Inventory - Receive

1. Click on eWIC



2. Click on eWIC again and select Card Inventory



3. Enter search criteria to locate card inventory and click Search

Note: Selecting the “Not Yet Received” box will narrow search results to inventory that needs to be received

Card Inventory

ADD CARD INVENTORY

Agency: 3 / Southwest District Health

Card Number From: 61072393000002675

Date Transferred From: mm/dd/yyyy

Date Received From: mm/dd/yyyy

☐ Not Yet Received


Card Number To: 61072393000002675

Date Transferred To: mm/dd/yyyy

Date Received To: mm/dd/yyyy

SEARCH CLEAR

4. Select the Edit icon for the card inventory that needs to be received

Agency	Beginning Card #	# Cards in Box	Date Sent	Date Received	Action
Central District Health Department	6107-2393-0000-0182	2	02/13/2019		

Showing 1 to 1 of 1 entries

Previous 1 Next



5. Enter inventory Date Received

Edit Card Inventory

LocalAgencyId*	# Cards in Box
<input type="text" value="4 / Central District Health Department"/>	<input type="text" value="2"/>
Beginning Card #*	Ending Card #*
<input type="text" value="6107239300000182"/>	<input type="text" value="6107239300000190"/>
# of Lost/Damaged Cards	# of Recovered Cards
<input type="text" value="0"/>	<input type="text" value="0"/>
Date Sent	Date Received
<input type="text" value="02/13/2019"/>	<input type="text" value="mm/dd/yyyy"/>
<input type="button" value="SAVE"/>	<input type="button" value="CANCEL"/>

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6. Click Save

Edit Card Inventory

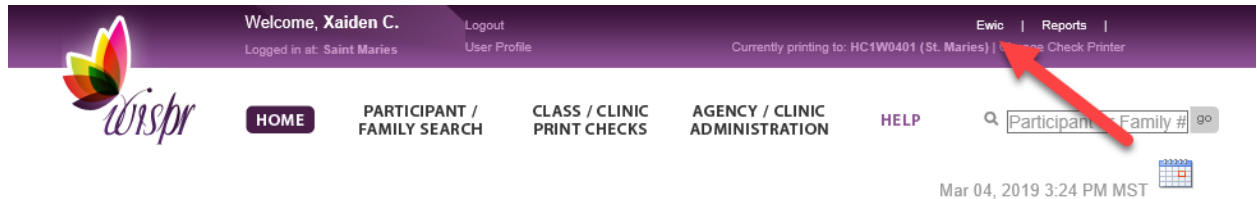
LocalAgencyId*	# Cards in Box
<input type="text" value="4 / Central District Health Department"/>	<input type="text" value="2"/>
Beginning Card #*	Ending Card #*
<input type="text" value="6107239300000182"/>	<input type="text" value="6107239300000190"/>
# of Lost/Damaged Cards	# of Recovered Cards
<input type="text" value="0"/>	<input type="text" value="0"/>
Date Sent	Date Received
<input type="text" value="02/13/2019"/>	<input type="text" value="03/07/2019"/>
<input type="button" value="SAVE"/>	<input type="button" value="CANCEL"/>

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Card Inventory – Recording Lost/Damaged and Recovered Cards

1. Click on eWIC



2. Click on eWIC again and select Card Inventory




3. Enter search criteria to locate card inventory and click Search

Card Inventory ADD CARD INVENTORY

Agency	<input type="text"/>	<input type="checkbox"/> Not Yet Received
Card Number From	<input type="text" value="6107239300002675"/>	Card Number To <input type="text" value="6107239300002675"/>
Date Transferred From	<input type="text" value="mm/dd/yyyy"/>	Date Transferred To <input type="text" value="mm/dd/yyyy"/>
Date Received From	<input type="text" value="mm/dd/yyyy"/>	Date Received To <input type="text" value="mm/dd/yyyy"/>

SEARCH CLEAR

4. Select the Edit icon for the card inventory that needs updated

Agency	Beginning Card #	# Cards in Box	Date Sent	Date Received	Action
Southwest District Health	6107-2393-0000-2584	242	02/22/2019	02/22/2019	

Showing 1 to 1 of 1 entries

Previous 1 Next

5. Enter the # of Lost/Damaged Cards or the # of Recovered Cards

Edit Card Inventory

LocalAgencyId*	# Cards in Box
<input type="text" value="3 / Southwest District Health"/>	<input type="text" value="242"/>
Beginning Card #*	Ending Card #*
<input type="text" value="6107239300002584"/>	<input type="text" value="6107239300004994"/>
# of Lost/Damaged Cards	# of Recovered Cards
<input type="text" value="2"/>	<input type="text" value="0"/>
Date Sent	Date Received
<input type="text" value="02/22/2019"/>	<input type="text" value="02/22/2019"/>
<input type="button" value="SAVE"/> <input type="button" value="TRANSFER"/> <input type="button" value="CANCEL"/>	

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6. Click Save

Edit Card Inventory

LocalAgencyId*	# Cards in Box
<input type="text" value="3 / Southwest District Health"/>	<input type="text" value="242"/>
Beginning Card #*	Ending Card #*
<input type="text" value="6107239300002584"/>	<input type="text" value="6107239300004994"/>
# of Lost/Damaged Cards	# of Recovered Cards
<input type="text" value="2"/>	<input type="text" value="0"/>
Date Sent	Date Received
<input type="text" value="02/22/2019"/>	<input type="text" value="02/22/2019"/>
<input type="button" value="SAVE"/> <input type="button" value="TRANSFER"/> <input type="button" value="CANCEL"/>	

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IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH



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